



## MONTANA STATE PRISON HEALTH SERVICES OPERATIONAL PROCEDURE

Procedure No.: MSP HS B-03.0	Subject: <b>FIRST AID &amp; BLOOD SPILL KITS</b>
Reference: NCCHC Standard P-B-03, 2014	Page 1 of 2 and no attachments
Effective Date: November 1, 2010	Revised: June 1, 2017
Signature / Title: /s/ Cindy Hiner / Health Services Manager	
Signature / Title: /s/ Tristan Kohut, D.O. / Medical Director	

### I. PURPOSE

To ensure the availability of readily accessible, adequately stocked first aid kits and blood spill kits in all areas within Montana State Prison and to establish some shared responsibility of health staff and MSP for providing a safe work environment.

### II. DEFINITIONS none

### III. PROCEDURES

#### A. General requirements

1. First Aid Kits will be located in the following areas:
  - a. each housing unit;
  - b. each vehicle at the WRC;
  - c. all transportation vehicles;
  - d. perimeter Patrol Vehicles; and
  - e. all individual work stations throughout the facility.
2. Each First Aid Kit will contain supplies necessary to handle minor emergencies. A complete inventory of each kit will be located on the outside of the kit and the kit will be sealed.
3. Each First Aid Kit will contain at a minimum:
  - a. adhesive tape;
  - b. eye pads;
  - c. stretch bandage;
  - d. triangular bandage;
  - e. gauze bandage, 2x2's, 4x4's;
  - f. roll gauze;
  - g. disposable CRP masks;
  - h. disposable gloves; and
  - i. band aids are supplied outside of the First Aid Kit, to avoid continuous restocking of the kit.
4. First Aid Kits will not contain:
  - a. medications;
  - b. instruments; and
  - c. metal or glass containers.
5. First Aid Kits will be labeled to be easily identified by the staff as First Aid Kits.
6. The contents will be arranged so that the desired package can be found quickly without unpacking the entire contents of the box.

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7. Materials will be wrapped to ensure unused portions do not become dirty through handling.
8. Maintenance of each First Aid Kit is the responsibility of the respective work area supervisors.
9. Blood Spill Kits:
  - a. blood Spill Kits will be located alongside all First Aid Kits;
  - b. if disposable, once a Blood Spill Kit is utilized, it is the responsibility of the work area supervisor(s) to contact the Health Services Unit for replacement; and
  - c. if restocking is necessary, the maintenance of each Blood Spill Kit is the responsibility of the respective work area supervisor.
10. Health staff will be vigilant for personal safety and security issues and actions that may compromise the safety of themselves, other staff and MSP. Safety concerns/issues will be reported via written incident report to the nursing supervisor "on-duty".

#### **IV. CLOSING**

Questions concerning this operational procedure will be directed to the Health Services Manager.

#### **V. ATTACHMENTS** none